



**Independent Audit and Performance Commission
Purchase Card (pCard) Subcommittee
Friday, November 1, 2019, 3:00 PM
Economic Initiatives Conference Room, 5th Floor West
City Hall, 255 W Alameda St
Tucson, Arizona 85701**

Legal Action Report

1. Call to Order/Roll Call: 3:13 PM

COMMISSION MEMBERS PRESENT: Dennis Woodrich, Subcommittee Chairperson (Ward 1); Lydia Hunter (Ward 3)

COMMISSION MEMBERS ABSENT/EXCUSED: Brian Andrews (Ward 4)

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Laura Jestings, Business Services Deputy Director; Jenise Martin, pCard Coordinator; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

2. Approval of the October 15, 2019 IAPC pCard Subcommittee Meeting Minutes

It was moved by Commissioner Hunter, duly seconded and passed by a voice vote of 2 to 0, to approve the minutes.

3. Discussion of the Scope and Objectives of the pCard Subcommittee

Subcommittee Chairperson Woodrich led a discussion to identify the scope and objectives of the subcommittee. Ms. Jestings and Ms. Martin fielded and answered questions. No action was taken.

4. Discussion and Review of the City's pCard Program

Subcommittee Chairperson Woodrich and Commissioner Hunter reviewed and discussed information about the City's pCard program. Ms. Jestings and Ms. Martin fielded and answered questions. No action was taken.

5. Call to the Audience

There was no audience.

6. Future Agenda Items

- Discussion and Review of the City's pCard Program

7. Adjournment – 4:38 PM